

APPENDIX 2 – CHECKLISTS OF RECOMMENDED PREPARATORY WORK FOR PUBLIC HEALTH DEPARTMENTS, OCCUPATIONAL HEALTH DEPARTMENTS AND INFECTION PREVENTION CONTROL TEAMS

Checklist of recommended preparatory work for Public Health Departments

Referral pathway for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts (Details of local hospital procedure to follow when referring symptomatic contact for assessment are available here)	
Process for arranging ambulance transport for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts	
Contact Packs [Appendix 7] have been prepared and methods for providing them to contacts within hours and OOH have been agreed	
24/7 contact arrangements for contacts who are being monitored are in place	
Departments have access to sufficient supplies of thermometers	
Contact database is fully functional (Excel 2010)	
Necessary IT specs: <ul style="list-style-type: none"> Operating system = Windows 7 Microsoft Office = Version 2010 (Excel 2010) Internet browser = Internet Explorer 8 Encryption software = Axcrypt version 1.5 or above OR Private File version 5 	
Necessary encryption software for transmitting data is in use	
PHD to link with OHS to develop a process for the timely transfer of information and updating of the contacts database	
PHD to link with IPCT to develop a process for the timely transfer of information and updating of the contacts database	
PHD to link with IPCT to develop a system of handover of monitoring of inpatient contacts who are discharged and require further monitoring in the community	
Regional Ebola spokesperson(s) are fully briefed	
Consideration has been given to preparing draft media statements on: <ul style="list-style-type: none"> PHD is monitoring an EVD contact A contact of EVD who was being monitored by PHD has become symptomatic and is now under investigation 	

Checklist of recommended preparatory work for Occupational Health Departments

Referral pathway for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts (Details of local hospital procedure to follow when referring symptomatic contact for assessment are available here)	
Process for arranging ambulance transport for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts	
Contact Packs [Appendix 7] have been prepared and methods for providing them to contacts within hours and OOH have been agreed	
24/7 contact arrangements for contacts who are being monitored are in place. OHS should have a system in place whereby a HCW can contact them at any time should they become unwell. If a healthcare facility cannot provide 24/7 contact with OHS then an alternative system must be in place to facilitate immediate referral for medical assessment of a HCW contact who becomes unwell. (see Section 7 of main document)	
Contact database is fully functional (Excel 2010)	
Necessary IT specs <ul style="list-style-type: none"> • Operating system = Windows 7 • Microsoft Office = Version 2010 (Excel 2010) • Internet browser = Internet Explorer 8 • Encryption software = Axcrypt version 1.5 or above OR Private File version 5 	
OHS to link with PHD to agree systems for transferring contact monitoring data and notifying PHD when an OHS contact becomes unwell and is being referred for medical assessment	
Contact letter for distribution to GPs of HCW under surveillance (see Appendices 9-12)	
Discussion and agreement with Line Management regarding terms and conditions of sick leave / reasonable accommodation if required.	
Inform local Counselling/EAP Service of the EVD contact monitoring and provide the contact details of counselling service to the HCW being monitored	
Advise HCW regarding work and social activity restrictions (see Appendix 8) agreed with the LOCT	

Checklist of recommended preparatory work for Infection Prevention Control Teams

Guideline for contract tracing and management of inpatient contacts has been agreed and is known by all those involved in monitoring contacts (see Appendix 6)	
Hospital Management should ensure that the IPCT are resourced to provide 24/7 arrangements for implementing the protocol.	
IPCT to link with OHS to arrange access to contact database	
Contact database is fully functional (Excel 2010)	
<p>Necessary IT specs</p> <ul style="list-style-type: none"> • Operating system – Windows 7 • Microsoft Office = Version 2010 (Excel 2010) • Internet browser = Internet Explorer 8 • Encryption software = Axcrypt version 1.5 or above OR Private File version 5 	
<p>IPCT to link with PHD to agree systems for</p> <ul style="list-style-type: none"> • transferring contact monitoring data • notifying PHD if a contact develops symptoms of possible EVD • handover of monitoring of inpatient contacts who are discharged and require further monitoring in the community 	
IPCT to link with OHS to develop a system to ensure HCW are included in the contact tracing of inpatient symptomatic patients.	
Hospital letters for distribution to inpatient contacts have been developed (see template letters in Appendix 7)	
EVD information leaflet has been prepared (see nationally approved leaflet in Appendix 7)	